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State of Wisconsin
Governor Scott Walker



TO: **TMJ Contractors, Subcontractors, and Staff**
TJ Contractors, Subcontractors, and Staff

FROM: Margaret McMahon, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BWF OPERATIONS MEMO

No: 18-07
DATE: 04/18/2018

W-2 EA CF JAL
RAP TMJ TJ Other EP

SUBJECT: ***Changes to Eligibility Criteria for Transform Milwaukee Jobs and Transitional Jobs***

CROSS REFERENCE: [Operations Memo 16-19](#)
[Joint Operations Memos 14-J3](#) and [16-J4](#)
[TMJ and TJ Policy Manual Section 2.1](#)
[Wis. Stat. § 49.163 \(2\) \(c\)](#)

EFFECTIVE DATE: April 18, 2018

PURPOSE

The purpose of this memo is to:

1. Announce policy changes to the foster population eligibility criteria for the Transform Milwaukee Jobs (TMJ) and Transitional Jobs (TJ) programs;
2. Clarify general population eligibility to participate in TMJ and TJ for individuals 18 to 24 years of age with no children and for parents over 24 years of age with child support orders; and
3. Describe modifications to CARES Mainframe to support these policy changes and clarifications.

BACKGROUND

In implementing the Transform Milwaukee Jobs (TMJ) and Transitional Jobs (TJ) programs, the Department of Children and Families (DCF) prioritized eligibility to two population types:

1. **Foster Population:** Individuals 18 to 21 years of age in out-of-home care and expected to age out of care or have aged out of out-of-home care.
2. **General Population:** Individuals 18 years of age or older. If over 24, the individual must be a parent with a child support order, be a parent under a reunification plan, or be a parent who is an ex-offender.

Contractors administering TMJ and TJ reported challenges to identifying individuals meeting the foster population criteria. In an effort to expand the reach of the programs to young adults in need of supportive services, DCF is implementing changes to the foster population criteria for TMJ and TJ.

POLICY CHANGES

DCF is increasing the age limit for the foster population from 21 years of age to 24 years of age. In addition, DCF is eliminating the requirement that an individual be in out-of-home care and expected to age out of care or have aged out of out-of-home care.

NEW POLICY

To be eligible for TMJ or TJ under the foster population, individuals must be 18 to 24 years of age who were in out-of-home care at or after age 16. Contractors must disregard the individual's permanency status following his or her exit from out-of-home care ([TMJ/TJ Manual, Sections 2.1.2 and 2.1.3](#)).

TMJ/TJ Manual, Section 2.2.1.4 that allows an individual under the TMJ foster population to continue in a subsidized job after he or she reaches age 22 is now obsolete.

POLICY CLARIFICATIONS

In response to recommendations from TMJ and TJ contractors, DCF is providing policy clarifications on general population eligibility to participate in TMJ and TJ.

- **Childless Young Adult**

The general population eligibility criterion that requires an individual to be a parent with a child support order, a parent under a reunification plan, or a parent who is an ex-offender applies to individuals 18 years of age and over. Individuals 18 to 24 years of age with no children may be eligible for TMJ and TJ as a childless young adult. ([TMJ/TJ Manual, Sections 2.1.1 and 2.1.3](#))

Contractors that serve both the foster and general populations must enroll childless young adults 18 to 24 years of age and who were in out-of-home care at or after age 16 under the foster population type.

- **Parent with a Child Support Order**

Regarding the general population eligibility criterion that requires an individual to “be a parent with a child support” order, it was unclear to some whether the parent must be receiving child support or if the parent is required to pay child support. The criterion targets individuals who have a court order and are *required to pay child support*. ([TMJ/TJ Manual, Sections 2.1.1 and 2.1.3](#))

SUMMARY OF POLICY MANUAL UPDATES

Attached to this memo are updates to the TMJ and TJ Policy Manual that incorporate the above policy changes and clarifications. Policy that has been removed is struck through and policy that has been added is underlined. Below is a summary of the policy manual updates.

- **Section 2.1.1**
 - Updated description of parent with a child support order.
 - Clarified eligibility for TMJ for parents and childless young adults.
- **Section 2.1.2**
 - Incorporated new foster population eligibility criteria.
- **Section 2.1.3**
 - Updated description of parent with a child support order.
 - Clarified eligibility for TJ for parents and childless young adults.
 - Incorporated new foster population eligibility criteria.
 - Added population type labels to clarify that TJ is provided to both the foster and general population types.
- **Section 2.2.1.4**
 - Obsoleted the increase in foster population age limit to 24.

CARES CHANGES

To support policy updates announced in this memo, DCF modified the CARES Client Registration (CR) subsystem that is used to determine eligibility for TMJ and TJ.

POPULATION TYPES

- The F1 population type will allow individuals 18 years of age and up to 24 years of age who were in out-of-home care at or after age 16 to be enrolled under the foster population for TMJ and TJ contractor selections.
- The G0 population type was created to allow childless young adults 18 to 24 years of age who were never in out-of-home care to be enrolled under the general population for all TMJ and TJ contractor selections.

VALIDATION EDITS

In implementing TMJ and TJ, DCF developed a number of validation edits on CARES screen CRTM to facilitate accurate population type selection for a contractor. To continue to provide accurate reporting for evaluation of the TMJ and TJ programs with the policy changes announced in this memo, DCF developed the following validation edits:

- **CSJ** – INVALID CONTRACTOR TYPE
- **CSH** – 'G0' POPULATION TYPE CANNOT BE COMBINED WITH OTHER POPULATION TYPES
- **CSG** – GENERAL POPULATION CHILDLESS ADULT MUST BE BETWEEN 18 TO 24 YEARS OLD
- **CSI** – FOR 'G0' POPULATION TYPE, RESPONSE MUST BE N

CARES screen CRTM will only display one validation edit at a time. In the screenshot below, two errors are highlighted and only one validation edit is displayed.

CRTM	TRANSFORM MILWAUKEE/TRANSITIONAL JOBS ELIGIBILITY	03/19/18 09:11
		XCTV22 B YANG
RFA NUMBER: 7150952879		UPDATED DATE:
PIN: 7585214511	NAME: BO	WILSON
TMJ/TJ CONTRACTOR: 01		
TMJ/TJ POPULATION TYPE: GO F1 ___		RESIDE IN TMI AREA: Y
APPLICATION DT: 03 16 2018		NON CUSTODIAL PARENT: N
LAST DATE OF EMPLOYMENT: 11 04 2017		ELIG FOR UNEMPL INS BEN?: N
ANNUAL HOUSEHOLD INCOME: 0.00		HOUSEHOLD SIZE: 01
DOES PARTICIPANT HAVE ANY BIOLOGICAL/ADOPTIVE CHILDREN UNDER THE AGE OF 18 YEARS		: N
IS PARTICIPANT RECEIVING W-2 BENEFITS OR SERVICES?		: N
HAS PARTICIPANT WORKED 1040 HOURS IN TMJ/TJ IN THE PAST?		: N
IS PARTICIPANT ELIGIBLE FOR TMJ/TJ?		: Y
NEXT TRAN: _____	PARM: 7150952879_____	
COG - CONTRACTOR CAN ONLY PROVIDE SERVICES FOR GENERAL POPULATION		

When a validation edit is displayed, contractors must take action to correct the entry that triggered the edit and then re-determine eligibility for TMJ or TJ.

AGENCY ACTION

TMJ and TJ contractors and subcontractors must discuss the policy and CARES updates with staff and update any relevant local agency procedures.

ATTACHMENTS

[TMJ and TJ Policy Manual Sections 2.1.1, 2.1.2, 2.1.3, and 2.2.1.4](#)

CONTACTS

For TMJ/TJ Policy and CARES Processing Questions: DCFDFESBWContracts@wi.gov

DCF/DFES/BWF/BY